

15 March 1999

Operations



**AIR FORCE RESERVE EXERCISE AND
DEPLOYMENT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFRC LAN InfoBase and subordinate unit InfoBases. If you lack access, go to the HQ AFRC WWW site at <http://www.wrbfs01.afrc.mil/scsi>.

OPR: HQ AFRC/DOOX
(Mr John W. Rohrbeck)
Supersedes AFRESI 10-201, 9 August 1996

Certified by: HQ AFRC/DOO
(Col Allan J. Sarrat, Jr.)
Pages: 24
Distribution: F

This instruction implements AFPD 10-2, Readiness and AFI 10-204, *Participation in the Military Exercise Program*. It outlines responsibilities, provides planning guidance, and establishes procedures for the selection of sites and dates for all Reserve off-station readiness activities.

SUMMARY OF REVISIONS

This revision rennumbers AFRESI 10-201 to AFRCI 10-204 and changes all references from Headquarters Air Force Reserve (HQ AFRES) to Headquarters Air Force Reserve Command (HQ AFRC).

Section A	PURPOSE, OBJECTIVES, PROCESS, AND PLANNING GUIDELINES	2
1.	Purpose.	2
2.	Objectives.	3
3.	Deployment and Exercise Review Process:	3
4.	Planning Guidelines:	4
Table 1.	Transportation/Funding Priorities.	6
Section B	RESPONSIBILITIES	8
5.	HQ AFRC Functional OPRs:	8
6.	NAFs:	8
7.	Wing Commanders.	8
8.	Wing XPs:	8
9.	The Mission Commander/Team Chief:	9

Section C	ANNUAL TOUR WAIVER AUTHORITY	10
10.	Annual Tour Waiver Authority:	10
Section D	EXERCISES	10
11.	Exercises:	10
Section E	FUNCTIONAL GUIDANCE	12
12.	Flying Units:	12
13.	Aerial Port Units:	13
14.	En Route Maintenance:	13
15.	Civil Engineer (CE) Squadrons/Flights:	14
16.	Combat Logistics Support Squadron (CLSS):	15
17.	Communications and Information:	16
18.	Medical/Aeromedical Units:	19
19.	Logistics Support Flights (LSF):	20
20.	Services Support Prime RIBS Units:	20
21.	Airlift Control Flights.	21
22.	Security Forces.	21
23.	Comptroller Personnel.	22
24.	Personnel Support for Contingency Operations (PERSCO) Team:	22
Attachment 1—	DEPLOYMENT REVIEW BOARD OFFICES OF PRIMARY RESPONSIBILITY	23
Attachment 2—	SUGGESTED FORMAT-DEPLOYMENT REQUEST INPUT	24
Section A—	PURPOSE, OBJECTIVES, PROCESS, AND PLANNING GUIDELINES	

1. Purpose. The Reserve exercise and deployment program exists to enhance readiness. This instruction outlines procedures for coordinating, planning, executing, and reporting on Reserve unit participation in exercises and off-station training deployments.

1.1. Real world operations (RWOP) deployment procedures are outlined in AFRC Omnibus OPORD 98-1 and AFRESI 10-101, *Wing Plans Procedures*. These plans provide guidance, checklists, and procedures for AFRC personnel in all phases of RWOPs.

1.2. HQ AFRC-sponsored exercise activity is the subject of AFRC Omnibus OPORD 98-2 and AFRESI 10-101, *Wing Plans Procedures*. OPORD 98-2 delineates the duties and responsibilities of various elements of the Reserve when conducting exercises for training without the benefit of Joint Chiefs of Staff, Air Force, or GMAJCOM sponsorship.

2. Objectives. The ultimate goal of off-station training is to maintain and improve preparedness of Air Force Reserve resources. Specifically, the focus is on enhancing readiness, boosting combat capability, and improving system support by employing a macro approach to training management. To achieve this, processes are defined for:

- 2.1. JCS-sponsored activities. Planning, executing, and evaluating expected mission tasks through participation in exercises.
- 2.2. AFRC-sponsored activities. Conducting of annual and special tours that enhance unit cohesiveness and integrated mission capability.
- 2.3. Requesting and arranging off-station deployments when home-station training does not satisfy mission preparation needs.

3. Deployment and Exercise Review Process:

3.1. Exercise Review Criteria. A unit is considered to be conducting or supporting an exercise and must comply with all requirements and reports of this instruction if any of the following applies:

- 3.1.1. Employment participation in named exercises or GMAJCOM training events (example: Red Flag, Silver Flag Alpha, JRTC, NTC, Medical Red Flag, Blue Flag, Air Warrior, en route program, etc.)
- 3.1.2. Composite Force Training (CFT).
- 3.1.3. Any operations with any foreign nationals in CONUS or OCONUS.
- 3.1.4. Joint Operations. Operations with units or personnel from one or more of the other U.S. services. This does not include routine joint airborne air transportability training (JA/ATT), close air support (CAS), dissimilar air combat training (DACT), and air-to-air refueling.

3.2. Deployment Review Group (DRG). The DRG is chaired by the Operations Director or his designee and consists of representatives from each HQ AFRC functional area plus an advisory member from HQ AFRC/DOOM and HQ AFRC/FMAR who review proposed exercises and off-station training deployments. The DRG:

- 3.2.1. Reviews all proposed training and deployment requests to ensure compliance with AFRC guidance and provide information to both the financial working group (FWG) and airlift allocation process.
- 3.2.2. Meets the first week of each quarter to review off-station training requests submitted for the following quarter through the remainder of the fiscal year and provides recommendations to the deployment review board (DRB).
- 3.2.3. Meets in July to review deployments for the following fiscal year and makes recommendations to the DRB.

3.3. DRB. Consists of HQ AFRC directors and heads of special staff agencies, and is chaired by AFRC/CV with the Director of Operations as Office of Primary Responsibility (OPR). Appropriate field representatives may attend at the invitation of the AFRC/CV. Numbered air forces may send representatives to both the DRG and DRB as desired. The DRB:

- 3.3.1. Establishes command policy for off-station training that complements and maximizes readiness training within fiscal constraints.

- 3.3.2. Approves/disapproves deployment requests previously screened by the DRG.
- 3.3.3. Reviews all known fiscal year requirements with primary emphasis on the following quarter.
- 3.3.4. Normally meets the third week each quarter to review off-station training requests submitted for the following quarter. The July DRB considers off-station training schedules and approves Special Assignment Airlift Mission (SAAM), AFRC-owned airlift, commercial, and alternate transportation modes for the entire upcoming fiscal year.
- 3.4. DRG/DRB Approval. DRG/DRB approval is required if a deployment:
 - 3.4.1. Requires AFRC-supplied airlift (organic or SAAM).
 - 3.4.2. Requires AFRC-provided commercial funds.
 - 3.4.3. Is to an OCONUS location.
 - 3.4.4. Requires additional HQ AFRC-provided funding to conduct the deployment; that is, range costs, special contracting, or funds to support other unique requirements.
 - 3.4.5. Involves participation in a named JCS, CINC, Service, or MAJCOM exercise.
- 3.5. DRG/DRB Notification. Since Reserve deployments and training activities have interest at several levels of government, submit all other deployments not covered by paragraph 3.4. to the AFRC OPR and annotate for information only in the DRB database.
- 3.6. Out-of-Cycle DRB Approval:
 - 3.6.1. New requests, additions, or changes to deployments requiring DRB action should be submitted 120 days before the quarter in which the deployment will take place.
 - 3.6.2. Changes to approved deployments that affect only dates do not require out-of-cycle approval. Coordination must be made with HQ AFRC functional OPR, DOOX, and DOOM to ensure databases realign scheduled airlift support.
 - 3.6.3. Changes to approved deployments that increase the costs associated with the deployment do not require out-of-cycle approval provided the increase is not more than 10% of the original approved amount. Coordination with HQ AFRC functional OPRs will ensure the appropriate database is updated.
 - 3.6.4. Prepare out-of-cycle requests at the local unit and forward through the wing commander.
 - 3.6.4.1. The unit commander prepares an out-of-cycle request explaining why the submission was not able to make the normal time line and forwards through the wing commander to the NAF OPR, NAF/DO/XP, NAF/CC, and HQ AFRC OPR, In Turn.
 - 3.6.4.2. The NAF/CC endorses and forwards concurred requests to the AFRC functional manager with an info copy to HQ AFRC/DOO.
 - 3.6.4.3. The Director of Operations or his designee as the Chairman, DRG, may approve routine out-of-cycle deployment requests. Deployments that deviate from standard deployment guidelines will be forwarded to the AFRC/CV. The authority to disapprove deployments is singularly vested with AFRC/CV.

4. Planning Guidelines:

4.1. Criteria. A unit is considered to be conducting or supporting an exercise and must comply with all requirements and reports of this instruction if any of the following applies:

4.1.1. Employment participation in a named exercise or GMAJCOM training event (example: Red Flag, Silver Flag Alpha, JRTC, NTC, Medical Red Flag, Blue Flag, Air Mobility Warfare Center (AMWC), en route program, etc.).

4.1.2. Composite Force Training (CFT).

4.1.3. Any operations with any foreign nationals in CONUS or OCONUS.

4.1.4. Joint Operations. Operations with units or personnel from one or more of the other U S services. This does not include routine JA/ATT, and air-to-air refueling.

4.2. Guidance. Units must use priorities for scheduling deployments. When considering the scheduling and planning of off-station training deployments, consider the following factors: home-station training capabilities; wartime beddown location requirements; and required specialty training needs. All units should schedule training at home station when feasible.

4.2.1. Non-AFSC specific training should be coordinated with the host MAJCOM and base hosting the deployment.

4.2.2. When reviewing overseas locations for annual training, planners should consider theater commander and gaining command policies regarding deployments to their theaters and the cost of transportation both in terms of necessary flying hours, and/or commercial air travel. In general, units should deploy to their wartime beddown location or within that theater of operations.

4.3. The Military Personnel Flight (MPF) Personnel Deployment Function (PDF)/Personnel Readiness Function (PRF).

4.3.1. All deploying personnel must process with one of these agencies. Deploying personnel must contact their MPF Personnel Readiness function immediately upon notification of deployment approval.

4.3.2. The PDF/PRF will provide the senior member of each group with a common destination a PERSONNEL ACCOUNTABILITY KIT (PAK). The senior member must be instructed to locate the servicing PERSCO team or MPF and give them the PAK immediately upon arrival at the deployed location, as outlined in AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*.

4.3.3. The PAK will contain the following:

4.3.3.1. One copy of the Contingency Exercise and Deployment (CED) order with complete SSN for each deploying person.

4.3.3.2. An AF Form 245 (2 copies) for each person.

4.3.3.3. A securely packaged, 3 1/2 inch diskette with deployment records for groups of 10 or more deploying to the same location.

4.4. Priorities. Priority for organic airlift support and/or AFRC-funded and procured transportation is aligned with the rank priorities listed in AFI 10-204.

4.4.1. Priority determination is based on who is sponsoring an activity/exercise, not on who is participating in that activity.

4.4.2. Do not assume unit is backfilling for active duty units participating in a real world or JCS exercise to be participants in the same exercise for which the unit is backfilling.

Table 1. Transportation/Funding Priorities.

A1 - Deployment to support a real-world operation on voluntary basis-PSRC/mobilization not in effect and HQ AFRC provided airlift is required.
A2 - Joint Chiefs of Staff exercises.
A3 - Theater CINC-sponsored formal exercises/activities.
A4 - HQ USAF-sponsored exercises/activities, or formal skills training courses required by USAF or higher directive to maintain unit readiness.
A5 - Exercises/activities sponsored by other services or departmental level federal agencies.
A6 - Defense Agency exercises/activities
B1 – MAJCOM-sponsored formal exercises, activities, or courses involving joint/combined training.
B2 - MAJCOM-sponsored formal exercise/activity/course involving USAF assets.
B3 - Support for MAJCOM exercises, training schools/courses, and other activities, including IG support. Also, any mutually beneficial formal or informal training activity agreed between HQ AFRC and another MAJCOM that provides skill training critical to unit C-level.
C1 - Deployment essential to maintain unit readiness and training is not available at home station.
C2 - Deployment designed to prepare for or facilitate an off home-station inspection (deployed Operational Readiness Evaluation (ORE)/Operations Readiness Inspection (ORI).
C3 - Deployment designed to enhance training, not critical to the unit's C-level.

4.5. Concept. Train the way we fight. Plan exercises and training activities to reflect the real world. Emphasize training as a means to achieve maximum readiness while employing prudent resource management practices.

4.6. Coordination. The wing plans (XP) office serves as the central deployment coordinator for all off-station deployment events. Submit requests with justifications for unit off-station training through the normal chain of command, the wing commander and the NAF commander, before submitting for consideration by the DRB. This will occur NLT 120 days prior to the quarter of execution. The wing plans shop forwards unit prioritized requests with justifications to the NAF functional counterpart of the organization requesting training. The NAF functional area prioritizes all unit requests and forwards to the HQ AFRC functional area. The HQ function forwards the final prioritized listings to the DRG. The functional area represents/validates the unit's requests at the DRG.

4.6.1. Numbered Air Force Exercises. Reserve NAF exercises should be scheduled in such a way there is no more than one exercise per year for all NAFs. Ideally, the exercises will be on an alter-

nating basis. Coordination of AFRC organic airlift with HQ AFRC/DOOM and the Reserve NAF managing airlift assets during the initial planning stages is essential. Additional information is available in AFRC Omnibus OPORD 98-2.

4.6.2. Flying Unit Requests. Flying unit deployment requests are sent from the wing plans office to the NAF plans (XP) function. The NAF prioritizes, consolidates the requests and forwards with recommendations for approval/disapproval to HQ AFRC/DOOX not later than 30 days prior to the quarterly DRG meeting.

4.6.3. Aerial Port. Primary responsibility for obtaining primary and secondary training locations, prioritizing deployments, and consolidating the aerial port unit schedules rests with the NAF/DON. Final scheduling is accomplished at the annual scheduling workshop held during the second quarter of each fiscal year and hosted by HQ AFRC/DON.

4.6.4. Aeromedical Evacuation (AE) units. AE annual tour deployment requests are sent from the wing XP to the HQ AFRC/SGXO office with courtesy copies to NAF/DOA/XP. AE units requiring airlift support that their local wing cannot provide, submit requests through local operations, NAF/DO/XP, to HQ AFRC/SGXO with courtesy copies to HQ AFRC/DOOM. Submit requests not later than 150 days prior to the execution quarter.

4.6.5. Logistics and other support units represented at NAF. Coordinate deployment requests through the NAF OPR as in paragraph 4.6.4. Primary responsibility for obtaining training locations, prioritizing deployments, and consolidating the unit schedules rests with the NAF. Final scheduling is accomplished at the annual scheduling workshop.

4.6.6. All Ground Medical Groups and Units. Forward deployment requests through wing XP to the respective Regional Support Group/SG (RSG/SG) to HQ AFRC/SGXO. Deployment requests for the next fiscal year should be forwarded in sufficient time to reach HQ AFRC/SGXO by March 15 of the year prior to the deployment year. Timely submissions ensure adequate processing time to meet the suspense for the Deployment Review Process as described in paragraphs 3.2. and 3.3. of this instruction.

4.6.7. Support Units Not Represented on NAF Staff (Skip Echelon). Forward deployment requests directly to the AFRC functional OPR with a coordination copy to the wing and NAF plans offices. A listing of the functional OPRs is provided in Attachment 1. Obtain wing commander concurrence and coordination prior to forwarding deployment requests. Obtain NAF commander concurrence prior to the DRB.

4.7. The Air Force Exercise Management Program (AFEMP). AFEMP reflects the Joint Chiefs of Staff (JCS) exercise schedule. The schedule lists the type of forces required to support the various exercises. Unit planners are encouraged to review this schedule for opportunities to participate in exercises that best meet unit-training needs. Whenever possible, Air Force or lower priority exercises should be adapted to fit the Chairman Joint Chiefs of Staff (CJCS) schedule.

4.8. Relevancy. NAFs make sure unit exercises prepare units to master their OPLAN taskings. Units may participate in exercises not relating to OPLAN tasking as long as such exercises give units meaningful training.

4.9. Objectives. Commanders should have specific objectives to achieve when planning exercise participation. To assist in developing these objectives, results of recent inspections, after-action reports

from previous deployments, review of mission capability statements, and higher headquarters guidance should be reviewed.

Section B—RESPONSIBILITIES

5. HQ AFRC Functional OPRs:

5.1. Program USAFR participation in JCS' and MAJCOM-sponsored exercises and programs.

5.1.1. Units are normally programmed on a voluntary basis.

5.1.2. HQ AFRC may direct participation in a specific exercise or to a training location.

5.2. Task NAFs for exercise support. For units not having a functional presence at the NAF, the tasking is passed to the unit commander with an information copy to the NAF plans office.

5.3. Review deployments through the deployment review process (DRB/DRG/airlift allocations). The HQ AFRC functional OPR enters deployment proposals into the review process.

5.4. HQ AFRC/FMA and DOO respectively, administer funds and allocate airlift to facilitate Reserve unit deployments. Priority will be given to real world, JCS, and MAJCOM support according to established priority categories.

6. NAFs:

6.1. Task units or individuals for exercise support as required.

6.2. Review all unit deployment requests and prioritize them to ensure unit's readiness requirements are met.

6.3. Attend exercise/deployment-planning conferences as required.

6.4. Consolidate proposed training sites and dates by unit type and gaining command, and forward to HQ AFRC functional OPR.

6.5. Ensure copies of appropriate exercise or training plans and unit OPORDs are forwarded to HQ AFRC OPR to arrive before the start of the exercise. NAFs may waive the requirement for a training/exercise plan or OPORD for deployments or exercises not requiring DRB approval.

6.6. Ensure copies of after-action reports or end-of-tour reports are completed and forwarded to HQ AFRC functional OPRs not later than 30 days following the end of deployment.

7. Wing Commanders. Wing commanders prioritize unit requests for annual tours (AT) and special tours, deployments, and exercises.

8. Wing XPs:

8.1. Ensure deployment requests are submitted to the NAF or AFRC functional OPR 120 days prior to the beginning of the deployment quarter during which the deployment will take place. Requests should include the information shown in [Attachment 2](#).

8.2. Ensure wings provide NAF and HQ AFRC/DOC with name, organization, and DSN of the mission commander not later than (NLT) 7 days before the deployment. Additionally, AMC-gained fly-

ing units will enter appropriate data in Global Decision Support System (GDSS) or Command and Control Information Processing System (C2IPS).

8.3. Submit airlift requests for approved deployments through the appropriate NAF and HQ AFRC functional OPRs.

8.3.1. For AFRC organic airlift, submit requests through the chain-of-command to the appropriate HQ AFRC functional OPR.

8.3.2. For Special Assignment Airlift Mission (SAAM) support submit DD Form 1249, SAAM or JCS Exercise Airlift Requests, to HQ AFRC/LGT with info copy to HQ AMC/XOOO after notification of nonsupport from organic assets.

8.3.3. For commercial transportation, submit a memorandum to HQ AFRC functional OPR not more than 45 days prior to deployment for release of approved funds after notification of non-support from organic assets.

8.4. Prepare an appropriate training or deployment plan/OPORD and forward a copy to the NAF (units having a functional presence at the NAF) and/or HQ AFRC functional OPR.

8.5. Obtain NAF and HQ AFRC functional OPR approval prior to coordinating with other MAJCOMs, foreign national host, or embassies.

8.6. Obtain approval of exercise nicknames from HQ AFRC functional OPR.

8.7. Units will coordinate requests to change or cancel scheduled JCS/MAJCOM exercise participation via message through AFRC functional OPR for AFRC/CV approval. Cancellation requires appropriate justification and as much advance coordination as possible. Requests should be sent a minimum of 90 days prior for MAJCOM exercise and 120 days prior for JCS exercises.

8.8. Budget sufficient unit funds to cover Reserve personnel appropriation (RPA) requirements (pay and allowances, per diem, and transportation excluding HQ AFRC-funded SAAM or commercial transportation for unit deployments). Funding to support SAAM and commercial transportation for unit deployments is budgeted for and allocated by HQ AFRC/FMAR when approved by the DRB and subsequently requested by the deploying unit through the HQ AFRC functional OPR after confirmation that organic airlift has been requested and is not available.

9. The Mission Commander/Team Chief:

9.1. Attends exercise planning conferences as necessary.

9.2. Identifies RPA fund requirements and coordinates with unit budget officer.

9.3. Identifies deployment manning document shortfalls to the appropriate coordination/planning agency at least 60 days before the exercise starts. All correspondence in this area should include NAF plans office (XPO), HQ AFRC/DOOX, and functional OPRs as addressees.

9.4. Briefs all deploying team members on, and ensures compliance with, information received pertaining to threat levels, security conditions, rules of foreign countries or states in CONUS, and all restrictions to off-limits areas, food, travel, and clothing. Ensures all individuals deploying overseas receive a current intelligence briefing for that area.

9.5. Accomplishes exercise reporting according to AFRESI 11-201, *Flight Operations*, and this instruction.

9.6. Ensures overseas port calls are requested as outlined in AFJI24-108, *Movement of Units in Air Force Aircraft*.

9.7. Submits after-action reports or end-of-tour reports within 30 days of return to home station. Include HQ AFRC/HO as well as the NAF and AFRC functional OPR in after-action/end-of-tour report distribution.

9.8. Identifies and coordinates required logistics and base support (billeting, messing, transportation, etc.). When units deploy away from home station, contract quarters will be acceptable lodging only under the following conditions:

9.8.1. If the host unit requests the team perform the annual tour on station the host must pay the difference in cost between the on-base and the contract rate, and the per diem difference.

9.8.2. If the host has not stated a need for the unit/team to train on station, the Reserve unit performing the tour must pay the difference between base quarters and contract quarters, and the per diem rate. If the unit is unable to absorb the additional cost, the request for additional funding must be submitted through the wing commander and wing FM for support.

9.9. Notifies the NAF functional OPR (for units with a functional presence at the NAF) or the HQ AFRC functional OPR (for units without a functional presence at the NAF), through channels, if airlift capability is not confirmed 30 days before deployment.

9.10. Submits airlift and commercial transportation requests to include projected commercial travel costs. This information should be available through the local commercial ticket office or TMO office.

Section C—ANNUAL TOUR WAIVER AUTHORITY

10. Annual Tour Waiver Authority:

10.1. NAF/CC may authorize AT up to 17 days and AFRC/CV may authorize AT up to 20 days (excluding authorized travel time) to support training requirements. Once approved, no additional waiver authority is required. The DRB document as published by HQ AFRC/DOOX is an official source document for reflecting these authorized extensions.

10.2. If transportation difficulties require a unit to extend a deployment up to 20 days including travel, no further action is required. For example, arranged transportation (organic or commercial) breaks down and the deployment will extend beyond the normal 15 day annual tour length; the annual tour may be extended in lieu of cutting special tour manday orders.

10.3. Process extensions that have not been approved by the DRB according to Air Force Manual 36-8001, *Reserve Personnel Participation and Training Procedures*, table 1.1, note 5.

Section D—EXERCISES

11. Exercises:

11.1. HQ AFRC may direct participation in a specific exercise or to a training location. Higher headquarters exercises will only be tasked to those units receiving at least a satisfactory during their last ORI/Unit Compliance Inspection (UCI). USAFR units will not make exercise participation commitments until participation is approved by the NAF and HQ AFRC.

11.2. USAFR participation in exercises is limited to the minimum personnel and equipment required to successfully satisfy the exercise tasking and unit training requirements.

11.3. Whenever possible, adapt AFRC, NAF, or unit level exercise schedules to the CJCS exercise schedule.

11.4. Conditions. Generally, exercises should be designed, conducted, and evaluated under "no-fault" conditions. In other words, don't grade individual or unit performance during exercises and don't report performance in after-action reports and exercise analyses. Formal inspections may still be conducted during exercises. Deficiencies in training will be documented afterward.

11.5. Funding:

11.5.1. RPA funding is provided by the participating unit for JCS, AF, and/or HQ AFRC-tasked exercise participants. DRB approved commercial transportation costs are funded by HQ AFRC/FMA.

11.5.2. MAJCOM exercise requests exceeding the USAFR annual tour capability and the unit's capability to support with RPA funding must be military personnel appropriation (MPA) funded by the MAJCOM to ensure participation. Additionally, USAFR participation to support a MAJCOM test must be MPA funded by the appropriate MAJCOM/agency.

11.5.3. When a unit is approved for SAAM airlift, the appropriate OBAN comptroller/financial analysis officer is contacted by HQ AFRC/FMAR and provided the assigned SAAM deployment number, dates, and the amount approved.

11.5.4. The unit FM establishes a miscellaneous obligation reimbursement document (MORD) at the beginning of the month in which the deployment will occur. Included in the MORD are the SAAM number and dates (for ease of follow-up action if billings are not received in a reasonable time).

11.5.5. Normally, the annual and quarterly authority is issued before the MORD is established. THESE FUNDS MAY NOT BE REPROGRAMMED.

11.5.6. HQ AFRC/LGT monitors the approved SAAMs documentation and, if AMC should fail to perform the tasking in whole or in part, HQ AFRC/LGT will request follow-up DD Form 1249 stating the revised charges. HQ AFRC/LGT notifies HQ AFRC/FMAR of the new funding amounts. HQ AFRC/LGT also notifies the functional OPR who updates the HQ AFRC/DOOX database for the DRB.

11.5.7. DRB-approved commercial costs are paid by RPA funds and are provided by HQ AFRC/FMAR. After verification that AFRC-owned airlift is not available, the unit immediately submits a funding request for commercial travel/transportation reimbursement through the servicing FM and the wing commander (for information) before submitting to the HQ AFRC functional OPR. The unit works with the local traffic management office to make commercial travel arrangements, both domestic and international. Requests should include deployment location, number deploying, deployment dates, cost per individual, and total commercial costs.

11.5.7.1. After receiving the request for funds, the AFRC functional manager verifies the commercial transportation request against the approved DRB listing and forwards the request to HQ AFRC/FMAR. HQ AFRC/FMAR calls the receiving base to notify the unit FM of the forthcoming adjustment to the current funding document. At this point, HQ AFRC/FMAR

allocates the funds to the applicable unit FM. The unit should have orders published using the authorized fund cite obtained from the servicing FM.

11.5.7.2. Commercial funds will not be obligated as a backup to AFRC-owned airlift until after the allocations conference and the request is unfilled.

Section E—FUNCTIONAL GUIDANCE

12. Flying Units:

12.1. Flying unit deployment requests or notifications should be submitted through channels to NAF/DO/XP and HQ AFRC/DOO. Self-deploying CONUS movements do not always require DRB approval, but the data on the deployment should be submitted to the NAF and HQ AFRC to appraise the AFRC commander and staff of unit activities and provide data for command historical records. See paragraph 3.5. for mandatory DRB notification criteria.

12.2. Interfly during exercises must be approved by HQ AFRC/DO unless there is a standing formal agreement between the other command and HQ AFRC. Check with HQ AFRC/DOT to validate the status of interfly agreements. Interfly is defined as filling crew positions in AFRC aircraft (single place or multi place) with other than AFRC personnel.

12.3. Fire protection and rescue services for exercises involving aircraft are required. Vehicles and personnel for these services may not normally be available at other than USAF installations. Coordinate fire protection and rescue requirements with HQ AFRC/CEXF.

12.4. 10 AF wings will keep the 10 AF/DO informed when units employ from a location other than home station (e-mail notification is recommended). Minimum information required is inclusive dates, location, number of aircraft, and purpose.

12.5. The lead unit for all preplanned major flying unit deployments (where support packages are included in addition to aircraft and crews) will present a predeployment briefing to their respective NAF commander. Normally the senior commander participating in the deployment presents the briefing. A member of the HQ AFRC/DO staff will monitor the meeting. This briefing will normally be conducted using the T-Net. If T-Net is not available or impractical due to circumstances, another means agreed to by the NAF commander and the HQ AFRC/DO representative may be used with prior coordination.

12.5.1. Selection of the briefing officer is at the discretion of the local unit. However, all functional areas within the unit necessary to answer questions concerning the deployment briefing should be present at the T-Net briefing. Give the briefing after all planning has been completed, but far enough in advance of deployment (approximately 30 days) to permit inclusion of special guidance or changes desired by the NAF commander.

12.5.2. The NAF/XP provides the format for the briefing to the lead unit based on the current benchmark briefing for the type of deployment being briefed. The NAF commander and AFRC/CV coordinates any desired changes to the benchmark briefing format with the NAF/XP following the briefing.—

12.5.3. It is the responsibility of the lead unit to coordinate the T-Net briefing date and time with the offices of the NAF commander and HQ AFRC/DO representative only. Additional personnel from the NAF and HQ AFRC may attend at the discretion of the NAF commander. For schedul-

ing purposes, the lead unit makes arrangements to provide the briefing as soon as possible after the major portion of planning for the deployment has been completed or approximately 30 days prior to the deployment, whichever occurs first.

12.5.4. Following the briefing, the lead unit sends an electronic copy of its contents (slides and script) to the NAF/XP and HQ AFRC/DOOX for distribution within the headquarters. Update the briefing slides to reflect any changes to the deployment have been completed or approximately 30 days prior to deployment, whichever occurs first. This briefing requirement applies to all pre-planned participation in contingency operations, to all OCONUS exercise deployments including Global Power and SOUTHCOM DFT missions, and to significant CONUS formal exercises. AFRC/CV may waive the predeployment briefing requirement for very small deployment packages on a case by case basis. Waiver of the briefing requirement does not waive the requirement for the lead unit to send the deployment details to HQ AFRC/DOO.

12.5.5. HQ AFRC/DOOX publishes a list of scheduled, routine deployments for which the deployment briefing is not required. HQ AFRC/DOOX updates the list as required. The following routine, non-exercise rotational OCONUS taskings are exempt from the formal briefing requirement: Keflavik Alert (KC-135 and HC-130), and NATO AWACS Support. Units participating in these events must, at a minimum, ensure that their NAF and HQ AFRC/DOO have been notified of who the mission commander is for each rotation; HQ AFRC/DOO will, in turn, inform the AFRC/CV through normal staff channels on a periodic basis. Units participating in these events provide, in writing, the following to their NAF/XP and HQ AFRC/DOOX no later than 30 days prior to deployment.

12.5.5.1. Mission Commander: (Name, Rank).

12.5.5.2. Mission Commander Qualifications: (Explain briefly why this individual is highly qualified to perform this duty. Include previous experience).

13. Aerial Port Units:

13.1. Units scheduled for team training in AT status or other than participation in exercises will submit a training schedule using AFRC Form 14, **Aerial Port Team Deployment Personnel Data**, or other automated formats containing like data. A cover memo must be prepared and attached containing request for base transportation support to cover team requirements (shift work, meals, etc.). Establish specific training objectives for all team members. Send one copy to host unit, one copy to the respective NAF/DON, and one copy to HQ AFRC/DON.

13.2. In addition to the end-of-tour actions required, advise HQ AFRC/DON of reception, airlift, operational training, base logistics, quality of training, and a summary of training not received. (AFRC aerial port units will submit the end-of-tour report per AFRCI 24-101, *Reserve Aerial Port Program*, within 5 days after the first unit training assembly (UTA) following annual tour completion.)

14. En Route Maintenance:

14.1. AFRC Functional OPR. OPR for en route maintenance deployments is HQ AFRC/ LGQM. Route all matters dealing with the exercise and deployment program will be routed through the respective NAF before submission to HQ AFRC/LGQM.

14.2. Scheduling. 4 AF/22 AF, in coordination with 15 AF/21 AF accomplishes all planning and scheduling of Reserve personnel prior to the annual scheduling workshop. All participating representatives will formulate the fiscal year schedule at the annual scheduling and management workshop held each April.

14.3. Funding. Per paragraph 11.5.7., units submit commercial funding requirements to HQ AFRC/LGQM. A coordinated memo must be submitted 30 days prior to deployment date.

15. Civil Engineer (CE) Squadrons/Flights:

15.1. Based on a worldwide call for projects conducted according to AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, for Prime BEEF teams and AFI 10-209, *Rapid Engineer Deployment Heavy Operation Repair Squadron Engineer (RED HORSE) Program*, for RED HORSE teams, HQ AFCESA/CEXX develops a list of candidate locations for engineer training. At a joint HQ AFCESA/CEXX, HQ AFRC/CEX, and ANG/CE workshop, locations are selected based on training benefit and MAJCOM need. Subsequently, AFRC and the ANG provide a proposed schedule to HQ AFCESA/CEXX which reviews and distributes the schedule to the MAJCOM/CEs.

15.2. Prime BEEF teams undergo periodic crew size exercises leading to Status Of Resource and Training System (SORTS) reportable certification qualification at the Air Combat Command (ACC) SILVER FLAG exercise site at Tyndall AFB FL. Annotate these deployments as category "A4" (paragraph 3.1.) training--command directed. Frequency is based on availability of slots, but will be no more than every 36 months. HQ AFRC/CEX monitors unit attendance and advises ACC of eligible units.

15.3. Transportation for civil engineer units to any away-from-home station annual tour deployment, to include SILVER FLAG, is presented to the DRB by the HQ AFRC/CEX as part of the process for obtaining organic airlift with commercial transportation as a back up. Airlift request forms are not required. AFRC organic airlift is preferred to accommodate palletized readiness training equipment.

15.4. All Regional Equipment Operator Training Site (REOTS) training is now conducted at FT Indiantown Gap PA. See AFCAT 36-223 for reporting instructions.

15.5. As a minimum, civil engineer squadrons will be part of joint exercises with SOUTHCOM, PACOM, USACOM, or EUCOM once within a 4-year period. If assigned to a beddown OCONUS location, these units should be deployed as close as possible to that location once within a 3-year period. Participation in OCONUS exercises is the first priority; job order/work order accomplishment is secondary. As a minimum, each unit will make arrangements with the host to train with host civil engineer personnel in Chemical Warfare Defense (CWD), Explosive Ordnance Reconnaissance (EOR), Battle Damage Repair (BDR), and Rapid Runway Repair (RRR), weapons qualification, and bare base beddown equipment such as Harvest Eagle/Falcon when available, using in-theater assets for maximum familiarization.

15.6. The required end-of-tour (EOT) report will include: unit designation/home station, number of officers/enlisted/total, training site/dates, type of contingency training, duration of training, duration of training, number of individuals trained in each AFS, lessons learned, and a copy of the training scenarios. Mode of transportation used for annual tour deployments will be included. Problems and/or significant accomplishments or unresolved issues, and any additional info; i.e., equipment or other support needs, will be identified. The EOT report is due to HQ AFRC/CEX not later than 30 days after the completion of the annual tour. Additionally, units prepare situation reports (SITREP) on all

major projects identified by HQ AFRC/CEX. HQ AFRC/CEX provides units with the SITREP format at the time of notification of annual tour approval. Refer to AFI 10-201/AFRC Sup, Prime Base Engineer Emergency Force (BEEF) Program, for further information.

15.7. U.S. controlled host bases provide government-furnished lodging and feeding. Contract quarters are acceptable only if the host covers the difference between on-base costs and the contract rate. This also includes the difference in per diem. Otherwise, the deployment will be canceled. If off-base lodging is used, obtain a fund cite on AF Form 616, Fund Cite Authorization, from the host base before departing home station or written approval that extra expenses incurred will be paid by the host. This cements the host unit's commitment and precludes the possibility of the host unit reneging on the agreement.

15.8. Each civil engineer unit scheduled for deployment will send a site survey team as far in advance of the deployment as possible. Limit the size of the site survey team to three Prime BEEF members. If more than one squadron is involved in a particular deployment, each squadron is permitted to send a maximum of three individuals. The site survey must be planned so all units deploying to a location attend at the same time. Submit detailed after-action report addressing all aspects of the deployment and distribute to each squadron for information and coordination. Send one copy to HQ AFRC/CEXX for information.

15.8.1. Upon notification of assignment to a deployed location, from the HQ AFRC/CEXX Command Deployments Manager or Command Special Projects Manager, a generic deployment plan (Dplan) will be provided to the squadron by HQ AFRC/CEXX. The Prime BEEF commander, or an authorized representative, is responsible for final development of the Dplan. After receiving the generic Dplan from HQ AFRC/CEXX, it will be developed to reflect the proposed projects assigned to the team. All annexes and appendixes will reflect current information obtained during the site survey. The finalized Dplan will be sent to HQ AFRC/CEXX for review within 30 days after return from the site survey. Copies will be sent to the host BCE POC and host MAJCOM. Annex "W," Predeployment Checklist, should be sent to the host POC before the site survey. This will enable the host to gather as much information as possible before the site team arrives and make the site survey more effective and efficient.

15.8.2. This team collects information pertaining to scope-of-work, equipment, transportation, license requirements, housing and feeding facilities, recreation, O/NCO clubs and rules, local customs and courtesies, etc.

15.8.3. The advance team travels by the most economical means possible. If commercial transportation is used, units budget for this transportation in the prior year's budget proposal. HQ AFRC does not fund transportation for site survey visits.

15.9. HQ AFRC/CEX submits requests to the DRB for approval of all deployments. Annual tours may be authorized for up to 20 days by the DRB.

16. Combat Logistics Support Squadron (CLSS):

16.1. AFRC Functional OPR. OPR for CLSS deployments is HQ AFRC/LGQM. Route all matters dealing with the exercise and deployment program through the respective NAF before submission to HQ AFRC functional OPR.

16.2. Scheduling. Submit annual schedule to the respective NAF with an information copy to HQ AFRC/LGQM using the format provided by HQ AFRC/LGQM. Verify all quarterly updates through

the respective NAF at least 30 days before the quarterly DRB. The quarterly boards meet one fiscal quarter in advance of the deployment quarter. Any changes to the deployment schedule not meeting the DRB require an out-of-cycle request. These requests must be justified by the unit commander and approved by the respective NAF/LGM in writing.

17. Communications and Information:

17.1. Planning. HQ AFRC/SC is the functional manager for all AFRC communications and information personnel deployments. HQ AFRC/SCPX is the OPR for monitoring all annual tour training and deployment activities for AFRC communications and information personnel. SCPX is also the OPR for submitting all functional area deployment requests to the HQ AFRC DRB for approval and support.

17.1.1. In an effort to effectively plan and monitor deployment activities, SCPX has formed the *HQ AFRC/SC Deployment Working Group (DWG)* to be responsible for reviewing, scheduling, and reporting all annual tour, exercise, Air Expeditionary Force, and wartime deployments to HQ AFRC/SC and CV. SCPX will host a DWG meeting during the third quarter of each fiscal year to discuss and establish all AFRC deployment activities for the upcoming fiscal year.

17.1.1.1. Each RSG/SD consolidates and maintains copies of all respective communications and information organizational annual training plans and deployment plans. Each RSG/SD designates a representative to serve as a member of the DWG.

17.1.1.2. AFRC communications and information organizations are responsible for developing, planning, and reporting their training and deployment activities. Each organization is required to prepare and distribute an Annual Training Plan to their wing, RSG/SD, and HQ AFRC/SCPX NLT 31 March. In addition, units are required to develop and provide a training plan at least 2 months prior to any exercise or deployment activity in which they participate.

17.2. Deployment Requests. AFRC communications and information units schedule deployments according to the priorities shown in paragraph 17.4. for each mission type. Annual training should stress mission applicability, customer support, and fiscal responsibility. Forward all deployment requests at least 180 days in advance of the deployment to HQ AFRC/SCPX. When the unit has coordinated their plans to deploy off-station and it has been determined that DRB approval or notification is required, the unit will prepare an official memo with the following data:

17.2.1. Describe the purpose of the deployment. In order to facilitate your request, include as much justification information as necessary. For example, list specific training objectives; describe the training/real world benefit of this exercise; and indicate whether this deployment will enhance your training and/or your SORTS rating. An acceptable annual training site provides all requested/required training for each Air Force specialty code (AFSC) deploying.

17.2.2. Indicate the specific deployment dates to include the departure and return to home station.

17.2.3. Indicate the deployment location and points of contact at home station and the deployment location. Be sure to include name, rank, office symbol, and telephone numbers.

17.2.4. Indicate the type of military aircraft desired. (C-130, C-141, KC-135, or C-5). If you are only requesting commercial funding from the DRB, then there will be no need to specify the type military airlift desired. Also, briefly describe the organic airlift arrangements you may have made

or intend to make with your local flying wing. It is important that you get a firm commitment from the airlift wing, if possible.

17.2.5. Indicate the number of personnel to deploy. All personnel must be AFRC personnel; otherwise, personnel outside of AFRC channels must be given specific consideration.

17.2.6. Describe the type and amount of equipment you plan to deploy. For planning purposes, indicate whether you have any rolling stock (trucks, trailers, etc.) and list the number of pallet positions your equipment will occupy on an airplane. If you have an approximation of the equipment weight, please include this in your submission as well.

17.2.7. In the event military airlift is not available, an estimated cost of commercial air travel for all deploying personnel must be included in your request. If requesting DRB funding for ground transportation is required, indicate the estimated costs and a brief explanation of why government vehicles will not be available. This is very important information when submitting an out-of-cycle request. Do not obligate commercial funds as a backup to AFRC-owned airlift until after the airlift allocation conference and the request is unfilled.

17.2.8. Describe your billeting arrangements and associated costs. Please indicate if government quarters will be utilized. If not, please provide costing information for billeting and transportation. This is very important information when submitting an out-of-cycle request.

17.2.9. Please provide any supporting documentation from the unit that has agreed to host you for training or support, or has requested support from your unit. This is important information that will be used to show how well your exercise and training has been coordinated.

17.2.10. The request should include as a minimum the unit commander's signature. The request must be forwarded to the Wing commander for local approval. The request is then forwarded to the respective RSG/SD for review, validation, and concurrence. After the deployment is processed through the RSG/SD, the request is forwarded to HQ AFRC/SCPX for final review, concurrence, and presentation to HQ AFRC/CV for final approval.

17.3. Out-of-Cycle Requests. Deployment requests that are not submitted in time to meet the normal DRB cycle, are submitted as an Out-of-Cycle DRB Request. Out-of-cycle requests should be very infrequent, resulting from unavoidable last minute changes, and not as a substitute for inadequate planning. The process for out-of-cycle requests follows:

17.3.1. The requesting unit must prepare the out-of-cycle request and forward through the wing commander for local approval and endorsement. Include in the wing commander's endorsement an explanation of why the submission was not submitted during the normal DRB cycle. The package should then be forwarded to the RSG/SD for review, validation, and concurrence.

17.3.2. The RSD/SD forwards concurred requests to HQ AFRC/SCPX with an info copy to HQ AFRC/DOO. The request package is reviewed and processed by HQ AFRC/SCPX and forwarded for final approval.

17.4. Mission Specific Guidance. Annual training requests are based on unit mission types. Consideration for requests not meeting these priorities for training will be considered on a case-by-case basis.

17.4.1. Combat Communications Flights (CBCF). Primary approval consideration is given to training deployments that benefit the unit's ability to deploy and operate within the networks or beddown locations of their assigned area of operation. Second priority is given to CONUS and

OCONUS exercise support of AFRC flying units, regardless of location. Third priority is ORI support for AFRC flying units. Fourth priority is training with a CONUS or OCONUS active duty Combat Communications unit. Fifth priority is home station training not in support of an AFRC flying unit.

17.4.2. AMC Mobility Initial Communications Kit-Support Element (MICK-SE). Primary approval consideration is given to MICK-SE augmentation package deployments that benefit the unit's ability to deploy and operate in support of gaining MAJCOM sponsored missions. Support includes exercises, ORIs, and any other deployment-type activities for which the active duty unit may be tasked as well as nonexercise type training with the active duty unit. Secondary consideration goes to supporting AFRC units requiring manpower augmentation. Third priority is ORI support for AFRC flying units. Fourth priority is home-station training not in support of an AFRC flying unit.

17.4.3. ACC Wing Initial Communications Package-Associate (WICP-A). WICP-A units are primarily responsible for providing wartime communications support at fixed base communications facilities from which ACC WICPs deploy. Primary approval consideration is given to WICP-A augmentation package deployments that benefit the unit's ability to operate in support of gaining MAJCOM sponsored missions. Support includes exercises, ORIs, and any other deployment-type activities for which the active duty unit may be tasked as well as non-exercise type training with the active duty unit. Secondary consideration goes to supporting AFRC units requiring manpower augmentation.

17.4.4. AFRC Base Communications Support Elements (BSE). BSEs are primarily responsible for providing wartime communications support at fixed base communications facilities on AFRC-hosted bases. Annual tour training should focus on home station training as the first priority. Second priority is given to augmenting other AFRC communications units. Tertiary priority is given to training at a CONUS GMAJCOM location with a mission similar to the BSE's parent wing. Lowest priority is training at OCONUS locations.

17.4.5. Reserve Flying Unit Communications Support Packages. These elements give highest priority to supporting their AFRC parent flying units. Support includes deployments and exercises, ORIs, and home station training. Secondary consideration goes to augmenting other AFRC communications units or flying wings. Tertiary priority is training at a CONUS GMAJCOM location with a mission similar to the parent wing. Lowest priority is training at an OCONUS location not in support of an AFRC flying unit and training not applicable to unit mission.

17.4.6. Combat Camera (COMCAM). AFRC COMCAM UTCs have a theater-level, joint, war-time mission, with the additional responsibility to document AF and DoD involvement in operations other than war. Annual training should focus on individual UTC packages deployed to support warfighters with near real-time imagery. Primary approval consideration is given to operations providing operational imagery to theater-level and the National Command Authority. Secondary responsibility is to provide imagery to Public Affair offices and other customers (wings, units, etc.). COMCAM imagery typically becomes a significant historical record. AFRC COMCAM resources have no local or unit level mission, but can provide documentation support to deployed or exercising units/wings, providing skill level training to the COMCAM personnel. The goal should be to create visual records for decision making, promotional purposes, and historical records.

18. Medical/Aeromedical Units:

18.1. An acceptable annual tour site provides all requested/required training for each Air Force specialty code (AFSC) deploying. Unit mission, upgrade, and sustainment training requirements establish training parameters. Unit commanders request CONUS annual tours only. Aeromedical unit commanders submit requests for Aeromedical Evacuation AECC detachments and nurse/technician ground coordination training tours through the wing commander to the NAF/DOA. Final selections for annual tour sites are based on unit requirements as well as those provided by the supporting MAJCOM, Health Services Inspection (HSI) results, and Staff Assistance Visit (SAV) findings.

18.2. Medical units prepare and distribute training plans 90 days before tour start date. Reference paragraph 18.6. for home station and/or incremental tours.

18.3. Medical readiness training requirements are authorized if units request it in the training plan and it is approved by the host medical treatment facility.

18.4. Units forward credentials of health care providers, as defined in AFI 44-119, to host facility no later than 60 days prior to start date. Units request host facility credentials committee special requirements.

18.5. Squadron medical element (SME) personnel assigned to the flying squadron perform annual tour with the reserve medical unit unless a flying unit deployment requires SME support. This ensures maximum possible AFSC upgrade and sustainment training.

18.6. When planning home-station and/or incremental tours, a single training plan includes all increments. Prepare an addendum to the training plan for each increment; include tour dates, personnel roster, and training requirements. Aeromedical evacuation units performing operational aeromedical evacuation missions in annual tour status are exempt from this requirement. Increments of six persons or less performing annual tour at home station (at a collocated medical facility) may prepare a single after-action report to include all increments. Suspense for this single report is 30 days following the completion of the last increment.

18.7. Medical units deploying 20 or more personnel may send an advance cadre to the host medical treatment facility 45-60 days before the annual tour start date for planning purposes. Training and logistical support requirements are identified by advance cadre. Send trip report to HQ AFRC/SGXO through the respective Regional Support Group/SG within 10 days following the visit. This report allows assistance in resolving identified problems.

18.8. Deployments to attend the annual Association of Military Surgeons of the U.S. (AMSUS) Conference require DRB approval for military airlift support. Funds will not be provided by HQ AFRC for commercial travel reimbursement to attend this activity.

18.9. All AFRC medical units having a mobility tasking to support an air transportable hospital (ATH), Air Force Theater Hospital (AFTH), or fixed aeromedical staging facility (ASF) perform their annual tour on a quadrennial basis (once every 4 years) at the Medical Readiness Training Site, Sheppard AFB TX, or other training sites approved by HQ AFRC/SG (AFI 41-106, *Medical Readiness Planning and Training*). This training includes a variety of classes, hands-on training activities, and a medical Red Flag exercise.

18.9.1. Deployment must be 15 days in duration with a combined minimum deployment of 35 personnel and a maximum of 85 personnel to ensure adequate staffing of exercise activities.

18.9.2. Individual unit members wishing to attend this training with other than his or her own unit must coordinate with the designated lead unit and HQ AFRC/SGM.

18.10. Exercise/deployment after action reports should be accomplished not later than 30 days after the end of the deployment/exercise. JCS publications identify additional exercise reporting criteria. Distribution includes the Regional Support Group/SG, HQ AFRC/SGXO, and your Gaining MAJCOM/SGX.

18.11. Formal after-action reports are no longer required for annual training tours to active duty medical facilities. Problems or situations that detract from an otherwise successful annual tour should be identified, in writing, to your Regional Support Group/SG.

19. Logistics Support Flights (LSF):

19.1. The AFRC functional OPR for LSFs is the Director of Logistics. LSF deployments will support wartime training objectives and will be financially responsible.

19.2. HQ AFRC/FMP schedules and coordinates annual tours for LSF comptroller reservists. Include HQ AFRC/CEXR in the coordination process for LSF disaster preparedness reservists. Transportation element deployments are managed by HQ AFRC/LGTV. LSF Fuels/Supply function deployments are the responsibility of AFRC/LGSPP.

19.3. Portions of LSFs may deploy for appropriate training if they coordinate through their HQ AFRC Office of Collateral Responsibility (OCR), that is, personnel, public affairs, comptroller, legal, contracting, chaplain, disaster preparedness, supply, and transportation.

<u>Deployment Dates</u>	Request to AFRC NLT
1 Oct - 31 Dec	3 Jun
1 Jan - 31 Mar	3 Sep
1 Apr - 30 Jun	3 Dec
1 Jul - 30 Sep	3 Mar

20. Services Support Prime RIBS Units:

20.1. HQ AFSVA/SVOMR consolidates all MAJCOM requests for training opportunities for Prime Readiness in Base Services (RIBS) and presents them at a joint HQ AFSVA/SVOMR and HQ AFRC/SVX workshop. Training opportunities are based on Air Reserve Component (ARC) training benefit and MAJCOM requirements. Subsequently, HQ AFRC/SVX produces a deployment schedule and distributes to HQ AFSVA and all MAJCOMS.

20.2. Prime RIBS teams will undergo periodic services field training at a HQ AFSVA approved training site as outlined in AFI 10-214, Air Force Prime RIBS Program.

20.2.1. Services field/fixed facility/port mortuary training is considered priority "A4" training.

20.2.2. Request transportation to priority "A4" training using AFRC-owned transportation.

20.2.3. Deployment requests for units scheduled to attend services field training should include the estimated cost of SAAM or commercial transportation in the event AFRC-owned airlift is not available.

20.2.4. To ensure an effective training program, each unit will submit in writing to the respective school site (951 RSPTS/SVXS, Dobbins ARB GA or Det 1 823 RHCES/SVX, Tyndall AFB FL), the name of each individual selected to fill each training allocation. This information will be received by the respective school no later than 30 days before the school start date. If names are not received, the allocations will be given to next unit on the waiting list. Send an information copy to HQ AFRC/SVX. If you did not notify Dobbins or Tyndall of any cancellations 30 days prior to your school date your unit will receive a no-show memorandum. All no-shows at Dobbins or Tyndall require a written response from the unit commander through the respective wing commander to HQ AFRC/SVX explaining the reason for the no-show.

20.3. When Prime RIBS teams deploy away from home station, host bases will provide government-furnished lodging and subsistence. Contract quarters are acceptable only if the host covers the difference between on-base cost and the contract rate. This also includes the difference in per diem. Otherwise, the deployment will be canceled.

20.4. HQ AFRC/SVX submits requests for DRG/DRB approval for any deployment requiring airlift or transportation funding.

20.4.1. Units submit a funding request for commercial travel/transportation to HQ AFRC/SVX 30 days before the deployment.

20.5. Functional areas that require Prime RIBS personnel to support deployment taskings identify and request DRB/DRG approval through their functional HQ AFRC manager.

21. Airlift Control Flights. NAF/DOTA and HQ AFRC/DOC are the functional managers for airlift control flight deployments.

22. Security Forces. HQ AFRC/SF is the functional manager for all AFRC Security Forces deployments.

22.1. Security forces squadrons (SFS)/flights submit annual tour requests to HQ AFRC/SFO not later than 31 March. The OPR provides the format.

22.2. Annual tour request forms must be coordinated and signed by the unit commander and Wing Commander

22.3. Requests must include the estimated cost of commercial travel.

22.4. AFR-DOX(AR)8301, Annual Tour/End-of-Tour/Deployment Report. The report will include the following information and must be submitted within 30 days of completion of the annual tour.

22.4.1. Unit designation/home station.

22.4.2. Number of officers/enlisted/total.

22.4.3. Training site/dates.

22.4.4. Mode of transportation used to deploy/redeploy to and from site, to include number of personnel using each mode, number, type of vehicle/aircraft, and actual travel time/flying hours (If applicable).

22.4.5. Total amount of commercial/SAAM transportation funds required to support deployment from home station to training location and return if travel is by other than AFRC-owned aircraft.

22.4.6. Cost of off-base billeting.

22.4.7. Problems and/or significant accomplishments during the AT/deployment.

22.4.8. Additional info (i.e., equipment or other support needs).

22.4.9. Any problems/unresolved issues, which require staff attention.

22.5. Deployment after action reports must include the actual cost of commercial travel if a commercial carrier was used. Submit the report within 30 days after completion of the deployment.

23. Comptroller Personnel. Because of its technical and statutory nature, comptroller reservist training is conducted by GMAJCOM comptrollers at their selected locations, Top Dollar exercises and AFRC-sponsored training. However, comptroller reservists may deploy with their units if comptroller training is available at the deployment site and prearranged with the Accounting and Finance Office at the deployed location. All requests for deployment of comptroller Reserve personnel must be coordinated with and approved by HQ AFRC/FMX.

24. Personnel Support for Contingency Operations (PERSCO) Team:

24.1. The AFRC functional OPR for PERSCO teams is the Personnel Contingency Management Branch (DPXX). PERSCO teams deploy for training according to AFI 10-215, Personnel Support for Contingency Operations, when tasked by the NAFs and wing commanders. Due to the inception of Expeditionary Aerospace Force (EAF), all EAF requirements will be met prior to any other annual tour request.

24.2. PERSCO teams must be manifested on the first chalk. If it's not feasible to place the entire team on the first chalk, place at least two members on the first chalk. It is of paramount importance that PERSCO teams are among the first to arrive at the deployed location. If they are among the first to arrive at the deployed location it makes their primary job of personnel accountability much easier. When a PERSCO team arrives after significant numbers of personnel are at the deployed location and working, it becomes next to impossible to obtain accurate strength accountability figures. All request for PERSCO team augmentation must be coordinated with and approved by HQ AFRC/DPXX.

24.3. PERSCO teams are responsible for training on the following but not limited to these items; processing DPT (via secure data device (SDD), arrival and departure reports, duty status change messages (DSC), casualty reporting, Commander's Situation Report, PERSCO team status report, and various MANPER-B transactions. At the conclusion of the exercise, PERSCO must submit an after-action report according to AFI 10-215.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1**DEPLOYMENT REVIEW BOARD OFFICES OF PRIMARY RESPONSIBILITY**

***** All these areas have functional representation at the NAF except services

Chairman-DRB	HQ AFRC/CV
Chairman-DRG/DRB Process Management	HQ AFRC/DO
Airlift Management - Organic	HQ AFRC/DOOM
Airlift Management – SAAM	HQ AFRC/LGT
Deployment Funding	HQ AFRC/FMAR
Aerial Port Deployments	HQ AFRC/DON
	4/10/22 AF/DON
Logistics Support-Transportation	HQ AFRC/LGT
En Route Maintenance	HQ AFRC/LGQM
Combat Logistics Support Squadrons	HQ AFRC/LGQM
Logistics Support	HQ AFRC/LGS
Civil Engineering-Prime BEEF/RED HORSE	HQ AFRC/CEX
Flying Units	4/10/22 AF/XP
	HQ AFRC/DOOX
Communications	HQ AFRC/SCX
Medical	HQ AFRC/SGAX
Aeromedical	4/10/22 AF/DOA
	HQ AFRC/SGAX
Security Forces	HQ AFRC/SF
Services	HQ AFRC/SVX
Airlift Control Flight	HQ AFRC/DOCR

Attachment 2**SUGGESTED FORMAT-DEPLOYMENT REQUEST INPUT**

UNIT:

HOME STATION:

DEPLOYMENT SITE:

DEPLOYMENT DATES:

NUMBER OF PERSONNEL: (Total number of personnel deploying. If the wing/group is participating in a JCS/MAJCOM or large unit-generated exercise, the person conducting the planning for the wing/group should include the transportation, billeting, and messing needs of all support unit personnel involved in the exercise.)

NUMBER/TYPE AIRCRAFT: (For flying units only. How many aircraft are being deployed as part of the overall deployment (that is, eight F-16s, four C-130s, three KC-135s, etc.)

TRANSPORTATION MODE: (Unless the unit is moving by government ground or privately owned transportation (normally when travel is less than 350 miles) the primary mode is always AFRC organic. Include the number and type of aircraft best suited to supporting the deployment. Indicate an alternate mode of transportation. The alternate mode of transportation will generally be commercial air. AMC SAAM will only be used if AFRC organic is not available and SAAM is less expensive than commercial, or commercial carriers cannot support the deployment because of unique cargo hauling requirements or because the deployment is to remote sites not supported by commercial carriers.)

TRANSPORTATION COST: (Estimate of commercial travel in the event AFRC organic airlift is not available.)

EXERCISE NAME: (Use this section if the deployment is in support of a named exercise: JCS, MAJCOM, NATO, NAF, or unit generated.)

DEPLOYMENT POC: The point of contact at the original onload location that is responsible for arranging and coordinating transportation.

POC PHONE: The phone number for the onload point of contact.

REDEPLOY POC: The point of contact at the return site. The person coordinating return airlift.

REDEPLOY PHONE: The phone number of the person coordinating return airlift.